



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

**AUDIT EVALUATION
INSTRUCTIONS
PAGE 1**

Information on Page 1 of the evaluation is concerned with the structure of your organization.

- Box 1. An entity that receives funds from the Arizona Department of Education receives a six digit County Type District (CTD) Number. If you know your CTD number, enter it here.
- Box 2. If you are a subsidiary organization, list the parent organization here.
- Box 3. Name of your organization. Please indicate if there has been a name change in the last year.
- Boxes 4,5. Address of your organization
- Boxes 6,7,8. Name, title, and telephone number of person completing evaluation.
- Box 9. If you did not receive Federal Funds for the fiscal year, check the box and complete item 13. You do not have to complete the remainder of the form.
- Box 10. Ending date of your **Fiscal** year.
- Box 11. Check appropriate box to indicate your type of organization. **If you are a *For Profit organization*, check the “For Profit” box, sign, and return the evaluation. You do not have to complete the rest of the evaluation. Audit Requirements for “For Profit” organizations are specified in your contract.**
- Box 12. List all entities covered by your Single (A-133) audit report.
- Box 13. Signature of official completing form. ADE must receive a hardcopy and cannot accept emailed forms. (see page 2)

Page 2

Information on Page 2 of the form concerns expenditures from federal financial assistance funds received by your organization and made during the fiscal year reported in Box 9 of Page 1. Federal financial assistance includes awards, grants, contracts, loans, guarantees, direct appropriations, or non-cash assistance received directly from federal departments or agencies, or "passed through" state or local governments or another nonprofit organization. List the information for each federal program separately. If you have more federal programs than space provided, Page 2 can be copied and used to record the additional programs.

- Column 1. List the name of the federal program in which you are participating.
- Column 2. Indicate the Catalog of Federal Domestic Assistance (CFDA) number assigned to the federal program from which you paid money during the fiscal year. If you need assistance with the CFDA numbers, contact your independent auditor or if your organization had an A-133 audit refer to the Schedule of Financial Awards or Schedule of Financial Assistance in your audit report. *The CFDA number is available on the internet at <http://www.cfda.gov/public/faprs.htm>.*
- Column 3. Indicate the department or agency that provided the federal financial assistance. List the federal, state or local government agency or other nonprofit agency that issued the federal funds to you.
- Column 4. List the amount of monies you have expended or expect to expend from this federal program during the fiscal year you designated in Box 10 of the audit evaluation. This amount should include payments made from previous years funding that you were allowed to carry forward to this year.

For further information on completing Page 2, see the example below.

Example of Page 2 of Evaluation

Col.1	Col.2	Col.3	Col.4
FEDERAL PROGRAM	FEDERAL CFDA NUMBER	FEDERAL DEPARTMENT/ STATE AGENCY PROVIDING DIRECT AND/OR PASS-THROUGH FINANCIAL ASSISTANCE	AMOUNT PAID FROM FEDERAL FUNDS FOR FISCALYEAR (omit cents)
School Lunch	10.555	Arizona Department Of Education	\$ 123,453
Ind. Child Wel.	15.103	U.S. Department of Interior -Bureau of Indian Affairs	\$ 67,890
Title XX	13.667	City Of Tucson	\$ 121,418
		Total Federal Expenditures	\$ 312,761

After completing this form, please return to ADE **prior to November 30, 2004 to:**
Arizona Department of Education
Audit Resolution
1535 West Jefferson, Bin # 19
Phoenix, AZ 85007